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To: "William Gibbons (wgibbons)" <wgibbons@memphis.edu>
CC: "Amy Hood" <amy@wtdcpa.com>
Date: 2/1/2017 1:37:35 PM
Subject: 990 QUESTIONS

Bill,

The highlighted items are those that we will need your or the staff's assistance with:

WATKINS UIBERALL FORM 990 CLIENT CHECKLIST

Below is a list of items generally needed to complete Form 990, Return of Organization Exempt Form Income Tax. Please provide answers or documents to the items below as they apply to your organization.

1. Board of Directors listing, including titles (president, treasurer, etc.)
2. Number of 1099s filed for the most recent calendar year.
3. Number of W-2s filed for the most recent calendar year.
4. Number of volunteers during the year (estimate if necessary).
5. Copies of most recent Form W-2 for officers and key employees.
6. Copies of most recent Form W-2 for anyone who earned more than \$100,000 during the most recent calendar year.
7. Nontaxable benefits (health insurance premiums, 401k employer contributions, etc.) received for officers /employees listed in #5 and #6.
8. Detail on fundraising special events (income, amount of contributions included in income, expenses). – I am not aware of any fundraising events, but we will scan the various programs that we have accounted for
9. Listing of all contributors who gave in excess of \$5,000 during the year (cash and non-cash). Include names, addresses, and amount of contributions. For non-cash donations, please include what was contributed to the organization (stock gift, supplies, etc.)

NOTE: For the list of contributors, it will be beneficial to check with the tax department to see if you need all contributors who gave over \$5,000 or if the 2% threshold applies (thus limiting the number of contributors required to be listed on the return).

Additional information may be required to complete the Form 990 in addition to what is listed. However, this list should cover the majority of needed items.

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Any accounting, business or tax advice contained in this communication, including attachments, is not intended as a thorough, in-depth analysis of specific issues, nor is it sufficient to avoid tax-related penalties.

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